

**MIDB/BUSINESS OBJECTS ACCESS REQUEST
HUMAN RESOURCE UNIVERSES - HR AGENCY**

A. REQUESTER INFORMATION

1. Employee Name (Last, First, Initial)		2. Employee ID
3. FACS Agency	4. Work Address	
5. Telephone Number	6. E-mail Address	

B. REQUESTED ACCESS

- "All universes are composed of information subject to the definition of "public record" under section 2(e)(i) and (ii), MCL 15.232(e)(i) and (ii) of the Freedom of Information Act, MCL 15.231 et seq."
- **HR Agency** is restricted to data for requester's home agency.
- **HR Agency** enables access to the **HR Human Resources**, **HR DCDS Activity** and **HR DCDS Payroll** universes.
- Requester must select a security level from the list below. Proper authorization must be obtained for the selected security level.

Required Approval	Security Level – Security level is a mutually exclusive selection. Choose only one.
ASA	Public - Excludes access to FICA num and all confidential data
AA	Controlled - Additional access to FICA number and limited confidential data items
AA	Restricted - Additional access to include confidential deduction related data
AA	Confidential - Additional access to confidential address data
AA	Private - Access to all confidential data including dependent information
Reason	

C. AGENCY AUTHORIZATION SIGNATURES

I agree to protect my user ID and password from unauthorized use. All access under my user ID is my responsibility. All information I obtain with it shall be used only in the proper conduct of State business.

Requester's Signature	Date
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The requester **must** obtain the Supervisor and Agency Security Administrator signatures as well as the required authorizing signatures for the requested MIDB access indicated in Section B.

Supervisor Signature	Date
MIDB Agency Security Administrator (ASA)	Date
Appointing Authority (AA)	Date

Please keep this document confidential.